

ETID

ELECTRONIC TURN IN DOCUMENT

ETID ACCESS REQUEST PROCESS
DECEMBER 2003

SIMPLIFYING THE TURN IN PROCESS

ETID – NEW USER - DRMS

- ACCESS REQUESTS FOR ETID WILL BE PROCESSED THROUGH THE AURA SYSTEM BY THEIR TASO
- ETID ACCESS IS LIMITED TO ONE DRMO LOCATION

ETID – NEW USER - GENERATOR



DRMS ETID

[DRMS Home Page](#)

VERSION 3.0.4

DRMS [Notice](#)

[Last Version Changes](#) [User's Manual](#) [Help/Experiencing Problems](#) [FAQs](#)

Current ETID Users

ETID Generator Login

ETID DRMO Login

Click here to **create** turn-in documents.

Click here to **approve** turn-in documents.

New ETID Users

Account Request

Check Request Status

*NOTE: <Account Request> for generators only.
DRMO personnel please use AURA to request
access.

For Program information/comments, contact:

National: (via e-mail) [Bill Fox](#); phone (Comm.) 269-961-4060; (DSN) 932-4060

International: (via e-mail) [Larry Williams](#); phone (Comm.) 269-961-5090; (DSN) 932-5090

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#)
or phone (Comm.) 269-961-4999; (DSN) 932-4999

GENERATORS
APPLY FOR
ETID ACCESS
ON-LINE BY
SELECTING
"ACCOUNT
REQUEST"

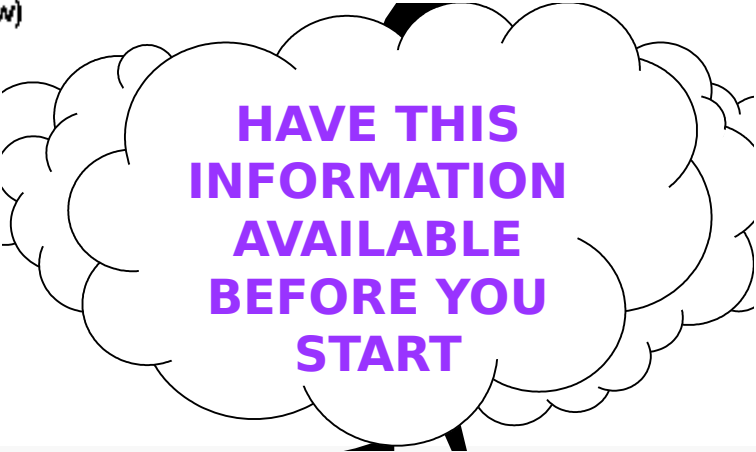
ETID – NEW USER - GENERATOR REQUIRED INFORMATION

ETID

Generator ETID Access Request

Please have this information available before filling out your access request for ETID:

1. Name of the Company you work for and their address
2. Your personal information:
 - Name, CONUS/OCONUS location, Hazardous certification status.
 - Time zone, DoD employment type (see selections on form)
 - Work email address
 - Commercial work phone number
3. If you are a US Citizen the last six digits of your SSN, or a local National the last three digits of your employee number
4. A conforming password (see password instructions below)
5. Your Supervisor Information:
 - Name
 - Work email address
 - Work phone number
6. DoDAAC
 - Your DoDAAC
 - Turn-in DoDAAC(s) or DRMO Names



**HAVE THIS
INFORMATION
AVAILABLE
BEFORE YOU
START**

*Indicates Mandatory Field

ETID - NEW USER - GENERATOR

REQUIRED INFORMATION

*Indicates Mandatory Field

Applicant Name and ID Number

* Last Name:

* First Name:

MI:

* ID Number:

(For US Citizen: Last 6 digits of SSN;
for Local National: last 3 digits of Employee Number)

Location

* I am located in:

NOTE: *
DENOTES
MANDATORY DATA
FIELD

ETID – NEW USER - GENERATOR

PASSWORD CREATION

Passwords

Please create a password to use when logging into ETID. After your account information has been reviewed and approved, DRMS will send you your ETID User ID via Email. Your password will have to be changed every 90 days.

Your password must follow these rules:

- Minimum of 8 characters
- 1 lower case letter
- 1 upper case letter
- 1 special character (not a letter or a digit)
- 1 digit (0-9)

**IMPORTANT:
REMEMBER YOUR
PASSWORD**

Please remember the password you create today.

* Type your Password:

* Re-enter/Verify Password:

Verify that you have all of the information listed above, fill in the required fields correctly, then hit the "Next" button.



Next

*** Warning ***

The DRMS Web site is provided as a service to the Department of Defense and its customers. Use of this system constitutes a consent to monitoring at all times. ETID requires the use of a userid/password.

PRIVACY AND SECURITY [NOTICE](#)

ETID – NEW USER - GENERATOR

TEMPORARY USERID

ETID

Generator ETID Access Request

Please copy, print or otherwise save the following temporary user id. You will need it to login and display your access status information while your account is pending review.

Your new Temporary user id is: ETD1281

After you have copied down or saved your temporary user id and memorized your new password, hit the "Next" button.

Back

Next



* Warning *

The DRMS Web site is provided as a service to the Department of Defense and its customers. Use of this system constitutes a consent to monitoring at all times. ETID requires the use of a userid/password.

PRIVACY AND SECURITY [NOTICE](#)

ETID – NEW USER - GENERATOR

REQUIRED INFORMATION

ETID Generator ETID Access Request

AUTHORITY: Executive Order 10540.50 U.S.C. 781, et seq. DLA Privacy Act System Notice 500.50 DLA-I, Individual Access Records, applies.

PRINCIPLE PURPOSE(S): Personal information on this form is used to grant the individual access to sensitive Automated Information System (AIS). The provided information is used to ensure that only authorized personnel have access to this information.

DISCLOSURE: Disclosure of information on this form is voluntary. However, if the information is not provided, system access will be denied.

*** Indicates Mandatory Field**

Clear Fields

NOTE: *
DENOTES MANDATORY
DATA FIELD

Company Name, Time Zone

* Dept/Agency/Organization/Company :

* Time Zone :

Choose an option from the drop-down menu



CONUS Address

* Work Street Address :

* City :

* State :

ChooseOne



* Zip/Postal Code :

Zip Extension :

* Work Email Address :

ETID – NEW USER - GENERATOR

REQUIRED INFORMATION

Phone Numbers

* Commercial Phone Number (including area code) :

Commercial Phone Extension :

DSN Phone Number :

Other Information

* Type of DoD Employment :

* Certified for Hazardous Turn-in (Y/N):

Your Supervisor's Information

* Supervisor's Name :

* Supervisor's Commercial Phone :

* Supervisor's Email Address :

The system will check that mandatory fields have been entered before allowing you to go to the next page.

Back

Next



ETID – NEW USER - GENERATOR GENERATOR/DRMO DoDAAC

ETID

Generator ETID Access Request Dodaac Affiliations

NOTICE

To successfully establish Generator to DRMO relationships follow these steps:

1. Enter a generator and DRMO DoDAAC in the textfields below and select the 'Add' button.
2. The generator/DRMO pair will be added to the select box.
3. At least one generator/DRMO pair must be added to the select box before selecting the 'Next' button.
4. To remove an incorrect generator/DRMO pair in the select box, highlight the pair and select the 'Delete' button. **Note: If the pair is the only one in the select box you will need to add the correct generator/DRMO DoDAAC pair before deleting the incorrect pair.**

DoDAAC Pair Entry

*** Enter Generator DoDAAC:**

(this is a DoDAAC that you will turn-in property under)

*** Enter Corresponding DRMO DoDAAC:**

(this is the DoDAAC that you will turn property into for the above Generator DoDAAC)

[\(click here to view list of DRMOs\)](#)

Add

**ADD GENERATOR
TURN-IN DoDAAC AND
AFFILIATED DoDAAC**

DoDAAC Pairs List

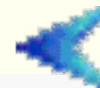
Generator DoDAAC and Affiliated DRMO DoDAAC:

Generator→DRMO

Delete

Back

Next



ETID – NEW USER - GENERATOR

ACCOUNT VERIFICATION

ETID Account Verification

Conus/Oconus Location



CONUS Code: CONUS- Puerto Rico, Alaska, Guantanamo Bay

Name and ID

First Name: cspot

MI:

Last Name: run

ID Number: 123123

Work Address

Dept/Agency/Organization/Company: Blue Moon Saloon

Work Street Address: 123 saloon drive

City: San Diego

State: CA - CALIFORNIA

Zip/Postal Code: 13810

Zip Extension:

Time Zone: PST Pacific Standard Time UTC-8

ETID – NEW USER - GENERATOR

ACCOUNT VERIFICATION

Email Address and Phone Numbers	
Work Email Address:	Cspotrun@hotmail.com
Country Code:	
Commercial Phone Number (including area code):	1231314124
Commercial Phone Extension:	
DSN Phone Number:	
Other Information	
Type of DoD Employment:	Federal Civilian
Certified for Hazardous Turn-in:	No
Supervisor Information	
Supervisor's Name:	Jack Daniel
Supervisor's Email Address:	jdaniel@hotmail.com
Supervisor's Commercial Phone:	1482304820
User's DoDAAC and DRMO Affiliation	
DoDAAC	DRMO
134214	--> N00244

After you have verified that you have all of the above information, hit the 'Submit' button.



NOTE: Passwords must be changed every 90 days. Users who exceed a 90-day time period between turn-in of property through ETID must change their password before they can use ETID. User accounts that are not accessed within 1 year will be removed from the system and users will have to re-apply.

ETID – NEW USER – GENERATOR CHECK REQUEST STATUS



DRMS ETID

[DRMS Home Page](#)

VERSION 3.0.4

DRMS [Notice](#)

[Last Version Changes](#) [User's Manual](#) [Help/Experiencing Problems](#) [FAQs](#)

Current ETID Users

ETID Generator Login

ETID DRMO Login

Click here to **create** turn-in documents.

Click here to **approve** turn-in documents.

New ETID Users

Account Request

Check Request Status

*NOTE: <Account Request> for generators only.
DRMO personnel please use AURA to request
access.

For Program information/comments, contact:

National: (via e-mail) [Bill Fox](#); phone (Comm.) 269-961-4060; (DSN) 932-4060

International: (via e-mail) [Larry Williams](#); phone (Comm.) 269-961-5090; (DSN) 932-5090

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#)
or phone (Comm.) 269-961-4999; (DSN) 932-4999

ETID - NEW USER - GENERATOR

CHECK REQUEST STATUS

ETID
ETID - New User Login for Account Status/Update

User Id:

Password:



ENTER TEMPORARY LOGIN AND PASSWORD
CREATED DURING ACCOUNT REQUEST
PROCESS

ETID – NEW USER – GENERATOR

CHECK REQUEST STATUS

ETID Generator ETID Access Request Status

Navigation

[Log Out](#)[Edit Account Information](#)

Access Request Comment and Status:

Status of Request: Incomplete/Returned Application

Personal Information:

User ID: ETD1281
Last Name: Olaughlin
First Name: Cinda
Middle Initial:
US Citizenship: Yes
User Employment Type: Federal Civilian
Hazardous Capability: No
Last 6 Digits of SSN or Last 3 Digits of Local National ID: 123123
Time Zone: PST Pacific Standard Time UTC-8
Work Email Address: colaughlin@hotmail.com
DSN Phone Number:
Country Code:
Commercial Phone: 1231314124

ETID – NEW USER – GENERATOR

- IF APPROVED, THE GENERATOR WILL RECEIVE AN EMAIL CONTAINING THEIR OFFICIAL LOG-IN IDENTIFICATION NUMBER
- GENERATORS WILL USE THIS IDENTIFICATION NUMBER AND PASSWORD CREATED DURING THE ACCESS REQUEST PROCESS TO BEGIN USING ETID
- GENERATOR WILL COMPLETE THE SECURITY BLUE CARD AND RETURN TO DRMS SECURITY